



4400 NW 229th Avenue, Hillsboro, OR 97124 | (503) 681-6120 office | (503) 681-6124 FAX

Park Shelter & Picnic Area Reservation Information

To reserve a shelter with credit/debit card, call 503-681-5397 or visit the
Parks & Recreation Administration Office 8 am – 5 pm Monday – Friday

Changes to your rental must be made at least seven business days prior to your event.

All shelters and picnic areas will be available for 2 shifts per day:

First shift: 9 am – 2 pm

Second shift: 3 pm – Dusk (park closure)

Requirements for a bounce house or inflatable have changed. Please see list on page 2.

An additional \$50 clean-up fee will be charged for any mess that requires extra staff time to clean.

| Shute Park | | Resident Fee | Non-Resident Fee |
|---|---|---|-------------------------|
| Large Shelter | Seats 50 | \$45 per shift | \$67.50 per shift |
| Small Shelter | Seats 30 | \$30 per shift | \$45 per shift |
| Picnic Area A | Seats 200 | \$45 per shift | \$67.50 per shift |
| Picnic Area B | Seats 200 | \$45 per shift | \$67.50 per shift |
| Picnic Area C | Seats 200 | \$45 per shift | \$67.50 per shift |
| Performance Platform | \$35 – Stage only | \$80 – Stage with power for sound amplification | |
| All stage events must be open to the public. Groups larger than 200 require a Special Use Permit. | | | |
| Rood Bridge Park | | | |
| Shelter A | Seats 30 | \$35 per shift | \$52.50 per shift |
| Shelter B | Seats 100 | \$75 per shift | \$112.50 per shift |
| Fireplace in shelter. | Gathering of firewood is prohibited. You must bring wood. | | |
| Shelter C | Seats 50 | \$50 per shift | \$75 per shift |
| Woodland Pond Pavilion | 40 standing for ceremony | \$25 per hour | \$37.50 per hour |
| Magnolia Park | | | |
| Shelter | Seats 30 | \$35 per shift | \$52.50 per shift |
| Shadywood Park | | | |
| Shelter | Seats 30 | \$30 per shift | \$45 per shift |
| Picnic Area | Seats 100 | \$35 per shift | \$52.50 per shift |
| Griffin Oaks Park | | | |
| Shelter | Seats 30 | \$30 per shift | \$45 per shift |
| Noble Woods Park | | | |
| Shelter | Seats 30 | \$30 per shift | \$45 per shift |
| Reedville Creek Park | | | |
| Shelter | Seats 30 | \$30 per shift | \$45 per shift |
| Bicentennial Park | | | |
| Shelter | Seats 30 | \$30 per shift | \$45 per shift |
| Bagley Park | | | |
| Shelter | Seats 30 | \$30 per shift | \$45 per shift |

Rental Information

Approval is required for:

- Sound or music that is amplified past your rented area
- Events in a park location not listed on this form
- Groups/events of 50 or more in an unreserved area

A Certificate of Insurance is required for the following:

- Caterer preparing food in park
- Rented tables, chairs, tents/canopies, Port-a-Potties, etc.

Bounce Houses/Inflatables

- An additional \$15 service fee will be charged
- Liability Insurance MUST be provided at least 5 business days before the rental
- A signed rental contract MUST be returned to the Park's Administration office at least 5 business days before the rental

An additional \$50 clean-up fee will be charged for any mess left in the rented area that requires extra staff time to clean.

Rental Procedure

- The rental fee is required when the reservation is made. Cash, Check, Visa, Mastercard and Discover are accepted.
- Reservations are taken beginning the first business day of January of the same year for the **April 15 - October 15** rental season.

Site Information

All shelters and picnic areas have:

- 120 volt electrical outlets (except Shadywood picnic area and Bicentennial shelter)
- Handicap accessibility
- Nearby restrooms

Cancellation Policy

- Cancellation should be made at the earliest possible date
- 50% of the rental fee will be assessed if you cancel within 72 hours of the reservation date
- Due to unforeseen circumstances, the City reserves the right to reschedule or cancel a reservation

General Park Rules and Regulations

- Please clean the area following event
- If others will not yield your reserved area to you when requested, please call the police non-emergency number (503)-629-0111
- No staples, tacks, tape or nails are allowed to attach tablecloths, decorations, signs, etc. to picnic tables, shelters or trees
- Permission for amplified sound may be revoked at any time if deemed disruptive under Hillsboro Municipal Code 8.24
- Alcoholic beverages are not permitted. This law is strictly enforced
- Use of any tobacco products or vaping is not permitted. This law is strictly enforced
- User groups may not sell food, beverages, or any items in the park without permission from the Parks & Recreation Department
- Park is closed dusk to dawn
- Motorized vehicles are prohibited except in parking areas
- Dogs must be on leash and excrement must be removed from the park
- There is no reserved parking. Parking is first come, first served

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- The applicant and the applicant's group are solely and completely responsible for the condition of the reserved area and to leave it in neat and clean condition, without damage.
 - Any permitted special uses, including sound amplification, may be revoked for cause with no reimbursement of fees.

Thank you for your patronage!